

**MINUTES OF JUNE 19, 2023, MEETING
BOARD OF TRUSTEES
ANN KLEIN FORENSIC CENTER**

The regularly scheduled meeting of the Board of Trustees of the Ann Klein Forensic Center was held on Monday June 19, 2023; pursuant to notice duly given. Notice of the Board Meeting is sent to the Department of Health's Division of Behavioral Health Services Commissioner's office.

The following members were present:

Present:	Richard Higgins	Board Member
	Steve Vardakis	Board Member
	Rafael Aviles	Board Member
	David Kensler	CEO, AKFC
	Eileen Lonergan	Acting Business Manager
	Robyn Barkow	Executive Assistant
Guests:	Carlos Torruellas	Accountant 3

Mr. Higgins called the Board meeting to order at 10:35 a.m. Minutes were presented from the April 17, 2023, meeting, as there was no quorum in May; April minutes were approved.

DIRECTORS REPORTS: APRIL & MAY

APRIL

Mr. Kensler spoke about the Program Oversight Committee (POC) and how they finalized the new centralized program schedule that will go into effect on May 8, 2023. This schedule will allow for four units in the Rehab Wing at a time and will mix patients into smaller, more therapeutic groups. Additional programming will be offered on each unit.

Mr. Kensler discussed how the hospital continues to prepare for the upcoming Joint Commission Survey. Quality Improvement with Central Office staff has begun to conduct audits and tracers of various standards. A performance improvement committee was formed to address the need to reduce seclusion and restraint.

MAY

Mr. Kensler discussed the many initiatives that were implemented in the month of May. First, the new centralized Rehab schedule was kicked off on May 8, 2023. This new schedule offers several treatment options where patients can attend groups with participants from other units. Specialized programs such as Dialectical Behavioral Therapy (DBT), Mindfulness, Addiction Recovery, Pre-vocational Training, and Sex Offender Treatment (aka Healthy Boundaries) were launched and included in each patient's master treatment plan.

All units are also running daily Community Meetings with core treatment team members to address patient needs with a focus on safety. The Medical Security Department began cross-shift Roll Calls to enhance handoff communication and ensure that staff are adhering to safety policies. These initiatives are focused on patient safety/treatment and decreasing seclusion and restraint.

Seclusion duration and episodes decreased significantly once again during the month of May. The hospital established a Seclusion and Restraint Reduction Committee to oversee the performance improvement initiatives in this area. A formalized PDSA (Plan, Do, Study, Act) was implemented using a continuous quality improvement methodology. Our goal is to reduce both seclusion and restraint episodes and duration by another 20% over the next 12 months.

The COVID-19 Outbreak status has finally ended in the hospital, and masking in nonpatient areas was lifted by the Division of Behavioral Health Services (DBHS). Unit 1A was converted from a COVID-positive unit back to a female Admission/Intensive Treatment Unit (ITU). Five females were admitted to 1A during the month of May.

Ms. Lonergan and Mr. Torruellas presented the Welfare and Our Store reports for the month of March and April, as well as the fiscal year ending Welfare report.

Welfare

March

Beginning balance as of March 1, 2023, total Assets for the Welfare Fund = **\$36, 282.59**

Total additions to the fund for the month of March were \$88.07

Less expenses and adjustments of \$ 0

leaving a net increase to the fund of **\$88.07**

Ending Welfare balance as of March 31, 2023, totaled **\$ 36, 370.66**

April

Beginning balance as of April 1, 2023, total Assets for the Welfare Fund = **\$36,370.66**

Total additions to the fund for the month of April were **\$77.00**

Less expenses and adjustments of **\$ 248.43**

leaving a net decrease to the fund of **\$ (171.43)**

Ending Welfare balance as of April 30, 2023, totaled **\$36, 199.23**

Our Store

March

Beginning balance as of March 1, 2023, total Assets for the "**Our Store**" fund = **\$79,038.87**

Total additions to the fund for month March were = **\$11,667.76**

less expenses and adjustments of **\$4,982.86** leaving a net increase to the fund of **\$6,684.90**

Ending balance as March 31, 2023, = **\$85,723.77**

April

Beginning balance as of April 1, 2023, total Assets for the "**Our Store**" fund = **\$85,723.77**

Total additions to the fund for month April were = **\$10,736.17**

less expenses and adjustments of **\$14,002.52** leaving a net decrease to the fund of **\$(3,266.35)**

Ending balance as April 30, 2023, = **\$82,457.42**

FOR YOUR INFORMATION: These minutes will not become official until they are formally acted upon at the next Board meeting.

Welfare Combining Balance Sheet:

Fund balances July 1, 2021: \$40,701.31
 Fund balances June 30, 2022: \$37,053.36

Item/Project/Activity Description	SFY 2022 Amount Approved	SFY 2022 Amount Expended	Explanation of Difference	
Entertainment	\$5,350.00	\$0.00	\$5,350.00	Underspent / COVID related.
Environmental	\$3,000.00	\$75.00	\$2,925.00	Underspent / COVID related.
Special Events	\$13,400.00	\$3,793.66	\$9,606.34	Underspent / COVID related.
Miscellaneous	\$4,680.00	\$0.00	\$4,680.00	Underspent / COVID related.
TOTAL	\$26,430.00	\$3,868.66	\$22,561.34	

Welfare Fund Account Budget projections for July 2023 – June 2024

BALANCE AND REVENUE PROJECTION CALCULATIONS

Institution: Ann Klein Forensic Center State Fiscal Year: From: July 1, 2023 to June 30, 2024

Fund Balance Calculations:	Amount	Change in \$	
	\$ 37,053.36		
	Jul-22 \$ 37,085.98	\$ 32.62	
	Aug-22 \$ 37,167.96	\$ 81.98	
	Sep-22 \$ 37,223.25	\$ 55.29	
	Oct-22 \$ 37,312.99	\$ 89.74	
	Nov-22 \$ 37,276.60	\$ (36.39)	
	Dec-22 \$ 32,011.59	\$ (5,265.01)	
	Jan-23 \$ 36,181.94	\$ 4,170.35	
	Feb-23 \$ 36,282.59	\$ 100.65	
Estimated	Mar-23 \$ 26,282.59	\$ (10,000.00)	
Estimated	Apr-23 \$ 26,282.59	\$ -	
Estimated	May-23 \$ 26,282.59	\$ -	
Estimated	Jun-23 \$ 26,282.59	\$ -	
		\$ (10,770.77)	
Applied to Budget			<u>\$ 26,282.59</u>
Revenues Calculations:			
OUR STORE COMMISSIONS JULY 2023 TO JUNE 2024			
12 MONTHS X \$1,250 =			\$ 15,000.00
ANTICIPATED INTEREST:			
CASH MANAGEMENT FUND BALANCE JUNE 2023 (Est)	\$ 26,282.59		
CASH MANAGEMENT FUND BALANCE JUNE 2024 (Est)	\$ 27,000.00		
TOTAL	\$ 53,282.59		
MONTHS INCLUDED IN TOTAL TWO		2	
CASH MANAGEMENT FUND AVERAGE BALANCE	\$ 26,641.30		
FEBRUARY 2022 INTEREST RATE	4.39%		
INTEREST INCOME	\$ 1,169.55	\$ 1,169.55	
TOTAL REVENUES			<u>\$ 16,169.55</u>

Meeting adjourned at 11:30am.

Attest: On file

Mr. Richard Higgins, Chairperson
 Ann Klein Forensic Center
 Board of Trustees

The next board meeting is scheduled for September 18, 2023